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July 28, 2010

Addendum No. 1

to

Request for Proposal dated June 28, 2010,  
for Regional Transportation Emergency Preparedness Exercises

Dear Consultant:

This letter is Addendum No. 1 to the Regional Transportation Emergency Preparedness Exercises Request for Proposal (RFP) dated June 28, 2010. Where text is revised, deleted text is shown in strike-through format; added text is *italicized*. The RFP is revised as follows:

<u>Addendum Item</u>	<u>Reference</u>	<u>Change</u>
1.	Letter of Invitation, Section II, Scope of Work, Budget, and Schedule, Paragraph 5, Page 2	The maximum budget for this RFP is \$500,000. This includes \$50,000 for a Task Order Budget. <del>Funding in the amount of \$325,000 is currently available. The remaining funding (\$175,000) is contingent upon the Commission approving amendments to the agency budget and Overall Work Program.</del>
2.	RFP, Section II, Scope of Work and Budget, Paragraph 5, Page 2	The maximum budget for this RFP is \$500,000. This includes \$50,000 for a Task Order Budget. <del>Funding in the amount of \$350,000 is currently available for the first year of this project. The remaining funding (\$175,000) is contingent upon the Commission approving amendments to the agency budget and Overall Work Program.</del>

The remaining provisions of the Request for Proposal, dated July 1, 2010, remain unchanged. In the event of a conflict between this addendum and the previous version(s), this addendum shall take precedence.

Questions and Answers from the Proposer's Conference on July 15, 2010, and received via email are attached.

Any questions concerning this addendum to the RFP should be directed to Nancy Okasaki, Project Manager, at (510) 817-5759 or <nokasaki@mtc.ca.gov>.

Sincerely,

A handwritten signature in black ink, appearing to read 'Steve Heminger', with a large, stylized 'S' at the beginning.

Steve Heminger  
Executive Director

SH: DR

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Request for Proposal  
Responses to Bidders' Conference Questions  
and  
Responses to Questions Received via Email  
July 28, 2010

1. Q: Is the \$50,000 Task Order portion part of the already approved \$325,000, or part of the \$175,000 yet to be approved?

*A: See Addendum #1, Item 1 and 2.*

2. Q: When will the \$50,000 be available?

*A: See Addendum #1, Item 1 and 2.*

3. Q: Can you confirm the total amount of the contract: Cover letter, page 2 states \$325,000 is currently available; page 2 of RFP states \$350,000 is available.

*A: See Addendum #1, Item 1 and 2.*

4. Q: How would you like the consultant to show a budget for potential task orders?

*A: Please submit your cost proposal as per page 4, Section III, Form of Proposal, Subarticle G, Cost Proposal.*

5. Q: Are exercise plans and After Action Report/Improvement Plans (AAR/IPs) available from previous exercises?

*A: No. Due to the confidential nature of the After Action Reports, these documents will not be available for consultant review. However, the Regional Recommendation Plan (TRP-07) is now posted on the MTC website (<http://www.mtc.ca.gov/jobs/>).*

6. Q: What firm/consultant is the incumbent to this project?

*A: The incumbent is URS Corporation, Oakland, CA.*

7. Q: What obstacles have been noted from previous performances of this project?

*A: Project deliverables must adhere to a schedule that culminates with the conduct of the exercises. These deliverables require input and feedback from the TRP Steering Committee. The follow-up work with TRP Committee members to finalize deliverables can be very challenging .*

8. Q: May we have a copy of the current annual exercise program plan/description?

*A: Yes. This document is posted on the MTC website (<http://www.mtc.ca.gov/jobs/>).*

9. Q: Appendix A, Scope of Work, reads “The Consultant shall consider the current annual exercise program versus adopting the HSEEP multi-year training and exercise program approach.” Can you elaborate as to how the current annual exercise program is different from HSEEP?

*A: Under the HSEEP approach, there are seven types of exercises (discussion-based or operations-based). The exercise type (seminar, workshop, tabletop, games, drill, functional exercise, full-scale exercise) can serve as building blocks starting with seminar/workshop and leading up to a functional exercise (often utilizing the same/similar scenario). The exercise program carried out with the Bay Area transportation agencies is based on the HSEEP Target Capabilities, however, have they have not followed the HSEEP scenario based building block approach. The conducted exercises (workshop, tabletop, functional) were not based on the same scenario, they were developed based on the needs of the participants. For example, the tabletop exercise was based on an earthquake scenario and the functional exercise was based on a terrorism scenario.*

10. Q: Would you like the selected Consultant to use HSEEP evaluation strategies for the exercises (e.g., use HSEEP exercise evaluation guides) and HSEEP planning conference methodologies (e.g., conduct Concept & Objectives, Initial, Mid-term, and Master Scenario Events List (MSEL) and Final Planning Conferences)?

*A: As per Appendix A, Scope of Work of the RFP, “The Consultant shall consider the current annual exercise program versus adopting the Homeland Security Exercise and Evaluation Program (HSEEP) multi-year training and exercise program approach.”*

11. Q: Would you like the selected Consultant to conduct a supplemental Training and Exercise Planning Workshop (in addition to the 2 discussion-based and 2 operations-based exercises) to identify the scope and strategy for the exercises?

*A: The supplemental training could serve as a “refresher” to TRP Committee members who have not participated in Exercise design planning in the past, but it is not required. This could be proposed as part of your approach.*

12. Q: How many participants would you like the selected Consultant to include in each exercise (e.g., 70-90 for discussion-based exercises, 80-100 for operations based exercises)?

*A: The selected Consultant will need to decide on participant levels based on the exercise scenario, goals and objectives. For example a regional tabletop exercise*

*may include 20 to 60 participants, a regional functional exercise may include between 70 to 100 participants.*

13. Q: Are there specific technologies and/or communications systems that you would like to test during the functional exercises?

*A: See RFP, Appendix A, Scope of Work.*

14. Q: What types of simulations (e.g., use of victim/actors, debris fields, etc.) will likely be utilized for the exercises (other than simulating non-participating agencies)?

*A: Types of Functional Exercise simulation will be determined by the exercise design team.*

15. Q: Are there are four primary activities for this RFP - two functional exercises and two tabletop exercises, or two workshops, or one tabletop exercise and one workshop?

*A: Per Appendix A, Scope of Work, page 14, "Based on the findings of Deliverable 1a, the Consultant shall organize and conduct two tabletop exercises or two workshops or a combination of one tabletop exercise and one workshop, using the recommended objectives listed below and/or any additional topic areas as identified by MTC and the TRP Steering Committee."*

16. Q: Approximately how many locations will be involved in the functional exercises?

*A: The number of exercise locations will range between 10 - 15 locations.*

17. Q: Other than EOCs, what types of locations will likely be used?

*A: Agencies may use office facilities near their Operations Control Center (OCC) or Dispatch centers.*

18. Q: Can you elaborate on how to incorporate the Task Order description and budget in our proposal?

*A: Proposers are required to provide all information as instructed/detailed in Section III, Form of Proposal of the RFP.*

19. Q: It is indicated that \$50,000 is available for the Task Order. Is it \$50,000 total for one deliverable (e.g., \$50,000 for item 1: assist with the development of a COOP Plan for MTC)?

*A: As per page 17, Appendix A, Scope of Work, Task 4-Task Orders, "Scope of work and deliverables for Task Orders will be determined by Partnership Transit Accessibility Committee, TRP Steering Committee, and the MTC Project Manager or designee."*

20. Q: Should proposers complete the forms included in Appendix F?

*A: No, Appendix F, Task Order Process and Appendix F-1, Sample Task Order do not need to be completed. They are included for information only.*

21. Q: Can we submit an electronic copy of the writing sample?

*A: No, proposers are required to provide all information as instructed/detailed in Section III, Form of Proposal of the RFP.*

22. Q: Per Section III, Form of Proposal, Subarticle F, Qualifications and References, of the RFP, Proposers are asked to provide "A brief description (one page maximum) of three previous projects similar to the services requested, indicating the project title, timing, budget, sponsoring agency and project manager, and roles played by individuals proposed for this project." Are the descriptions limited to one page per project, or one page for all three projects?

*A: Each project write-up is limited to no more than one page.*

23. Q: Are three references or up to three references for previous projects required?

*A: Per Section III, Form of Proposal, Subarticle F, Qualifications and References, of the RFP "A brief description (one page maximum) of three previous projects similar to the services requested, indicating the project title, timing, budget, sponsoring agency and project manager, and roles played by individuals proposed for this project."*

24. Q: Will the selected Consultant be required to provide all Simulators, Evaluators, and Controllers?

*A: See RFP, Appendix A, Scope of Work.*

25. Q: Will the selected Consultant be required to provide EOC training prior to exercises or are the agency staff already trained?

*A: No, each agency will provide EOC training for their staff.*

26. Q: Will the selected Consultant be responsible for providing facilities for meetings?

*A: The selected Consultant may be required to procure a separate facility for training, Exercise Design Team meetings, or Controller and Simulator trainings. It should be noted that these meetings are typically conducted at the MTC offices. MTC will assist in finding facilities whenever possible.*

27. Q: Will the selected Consultant be required to provide food for the exercises; if so, should this be included in the budget?

*A: No. The selected Consultant will not be required to provide food for the exercises. Food expenses should not be included in the budget.*

28. Q: With regard to prior participation, who besides Caltrans, CHP, and transit operators have participated?

*A: The California Emergency Management Agency-Regional Emergency Operations Center, the Water Emergency Transportation Authority, and County Operational Areas have participated in prior exercises.*

29. Q: Which outside agencies are on the evaluation panel?

*A: There are five agencies on the selection panel: 1) MTC; 2) Bay Area Rapid Transit (BART); 3) Contra Costa County Transportation Authority (CCCTA); 4) Golden Gate Bridge, Highway and Transportation District (GGBHTD); and Livermore-Amador Valley Transportation Authority (LAVTA).*

30. Q: There is a difference in the insurance requirement description included in the boilerplate contract and those included in Appendix C-1, Insurance Requirements”. Which insurance requirements will the selected Consultant be required to provide?

*A: The selected Consultant will be required to, at its own expense, obtain and maintain in effect at all times during the contract the types of insurance listed on page 22, Appendix C-1, Insurance Requirements of the RFP.*